

Wisconsin Department of Regulation & Licensing

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CONTROLLED SUBSTANCES BOARD

PHYSICAL SECURITY REQUIREMENTS FOR CONTROLLED SUBSTANCES

The following security requirements apply to those individuals holding Special Use Authorizations issued by the Wisconsin Controlled Substances Board authorized by Wis. Stats. 961.335, for purposes of scientific research, instructional activities, chemical analysis or other special uses. Upon request by the Controlled Substances Board, applicants for Special Use Authorizations must provide evidence of compliance with the Security requirements. Failure to comply with the Federal/State requirements may result in loss of your ability to purchase, store and use controlled substances.

1. Controlled substances must be kept in a safe or steel cabinet or box.
2. There is no minimum size or weight requirement but if the safe or cabinet/box weighs less than 750 pounds, it must be bolted or cemented to the floor or wall in such a way that it cannot be readily removed.
3. The safe or cabinet/box must be able to withstand attempts at forced entry by an individual using common tools (e.g., hammer, screwdriver, crowbar) for a period of 10 minutes or lock manipulation for 20 hours. Fire resistance is not required. These specifications cannot be met by standard office furniture such as desks, tables and file cabinets, unless it is specifically designed as security equipment. Appropriate commercially available storage boxes, cabinets and safes may be obtained from lock and security retailers, some office supply outlets and some hardware and general merchandise stores.
4. Storage in a central safe which is used for other security purposes is acceptable if the controlled substances are locked in metal boxes sufficient to prevent casual access by others authorized to use the safe.
5. The safe/cabinet must be housed in a room which must be locked during non-use hours.

It is the obvious intent of the above regulations that controlled substances be stored in a manner which will protect them from theft and unauthorized use. These substances must be kept locked up except when they are in active use under the direct supervision of an authorized individual.

University of Wisconsin personnel: To purchase a board-approved security box, contact the UW Sheet Metal Shop at (608) 265-4222.

FOR ADDITIONAL INFORMATION, YOU MAY CALL (608) 266-7586.